

6 VAC 20-171-250. Administrative requirements.

A training school shall:

1. Maintain at all times with the department its physical location in Virginia where records required to be maintained by the Code of Virginia and this chapter are kept and available for inspection by the department. A post office box is not a physical location. Such notification shall be in writing and received by the department no later than 10 days after the effective date of the change.
2. Employ at all times one individual designated as training director who is currently certified as an instructor pursuant to this chapter and who is not currently designated as training director for another training school. A training school may designate a maximum of four individuals as assistant training directors.
3. Upon termination of the services of a certified instructor, notify the department in writing within 10 calendar days. Should the instructor also be designated as the training director for the training school, this notification shall include the name of the instructor responsible for the training school's adherence to applicable administrative requirements and standards of conduct during the period of training director replacement.
4. Within 90 days of termination of employment of the sole remaining training director, submit the name of a new instructor eligible for designation pursuant to this chapter and who is not currently designated for another training school. Individuals not currently eligible may pursue certification pursuant to Part III (6 VAC 20-171-30 et seq.) of this chapter. Such notification shall be in writing and signed by a principal of the training school and the designated training director.
5. Notify the department in writing of any certified instructors or subject matter specialists eligible to provide instruction at the training school. The notification shall be received by the department prior to the individual conducting any training for the training school and signed by the training school director and the designated instructor or subject matter specialist.
6. Prominently display at all times in a conspicuous place where the public has access, the training school certification issued by the department.
7. Maintain at all times current liability coverage at least in the minimum amounts prescribed by the application requirements of this chapter. Failure of the training school to do so shall result in the certification becoming null and void.
8. Inform the department in writing within 10 days, for any principal, partner, officer, instructor or employee regulated or required to be regulated by this chapter pleading guilty or nolo contendere or being convicted or found guilty of any felony or of a misdemeanor.
9. Inform the department in writing within 10 days, for any principal, partner, officer, instructor or employee regulated or required to be regulated by this chapter having been found guilty by any court or administrative body of competent jurisdiction to have violated the private security services business statutes or regulations of that jurisdiction, there being no appeal therefrom or the time for appeal having elapsed.
10. Report in writing to the department any change in its ownership or principals that does not result in the creation of a new legal entity. Such written report shall be received by the department within 10 days after the occurrence of such change to include fingerprint cards submitted pursuant to 6 VAC 20-171-30.
11. Maintain at all times with the department its current operating name. Any name change reports shall be submitted in writing within 10 days after the occurrence of such change and accompanied by certified true copies of the documents that establish the name change.
12. Report in writing to the department any change in the entity of the training school that results in continued operation requiring a certification. Such written report shall be received by the department within 10 days after the occurrence of such change.
13. Maintain written authorization from the department for any subject matter specialists being used to provide instruction.
14. Develop lesson plans for each training curriculum and subject being offered in accordance with the DCJS training course content by category, and the topical outlines submitted to the department to include hours of instruction.

15. Maintain comprehensive and current lesson plans for each entry level training curriculum and subject being offered.
16. Maintain comprehensive and current lesson plans for each in-service training curriculum and subject being offered.
17. Maintain comprehensive and current lesson plans for each firearms training curriculum and subject being offered.
18. Date all lesson plans and handout material, including the initial date of development and subsequent revisions.
19. Ensure that current copies of the following requirements are provided to and maintained with the department, including:
 - a. A list of all training locations used by the training school, excluding hotel/motel facilities;
 - b. A list of all firing range names and locations;
 - c. A list of all subject matter specialists currently employed, or otherwise utilized; and
 - d. Copies of current topical outlines for all lesson plans and curriculums. The lesson plans and subsequent course outlines shall include specific reference to the course content involving the Code of Virginia and this chapter to include the hours of instruction.
20. Ensure that range qualification for all firearms training is completed pursuant to this chapter except with written authorization from the department.
21. On a form provided by the department and within 10 calendar days of the incident, submit a report of any incident in which any instructor, student or employee has discharged a firearm while on duty, excluding any training exercise.
22. Not act as or be a certified training school for undisclosed persons who directly or indirectly controls the operation of the training school.